2022-2023 Resident Advisor (undergraduate and graduate)
Appointment Description

The Resident Advisor (RA) position (undergraduate and graduate level) is part of the Office of College Houses and Academic Services (CHAS) at the University of Pennsylvania. The RA strives to create a positive environment by fostering a sense of community within the college house system and providing help and assistance to students. The RA works closely with residential students and positively influences student development. The RA also partners with the House to develop a residential environment conducive to academic and personal growth. This is accomplished through providing opportunities for student engagement and involvement, developing supportive relationships with individual residents, and educating students on their rights and responsibilities as defined in the Code of Student Conduct and other University policies. It is essential that all RAs are viewed as credible, positive role models that abide by the University and CHAS policies and procedures, the RA Appointment Description & Agreement, and the housing contract. The RA is expected to behave in a manner that is professional and attuned to the goals and objectives of CHAS and Penn, both on and off campus.

The RA appointment description is not an all-inclusive statement of the activities and responsibilities of the RA. It is recognized that other related activities and expectations not specifically mentioned may also be required by CHAS and/or the individual House. The inclusion of these activities would not alter the overall nature of the appointment. Special circumstances may require the assignment of additional activities or responsibilities for a period of time.

IN ORDER TO BE SELECTED AS A RESIDENT ADVISOR, YOU MUST:
1. Be a full-time, matriculated and confirmed University of Pennsylvania undergraduate/graduate student. Undergraduates must be at least of sophomore standing by the time they begin as RAs.
2. Be in good standing with all University offices including but not limited to: CHAS, the Title IX Office, and the Office of Student Conduct.
3. Be enrolled full-time at the University and not have a full-time employment position on or off campus.
4. Limit other commitments that may interfere with the ability to meet the requirements of the RA appointment without the advance approval of the House Director/CHAS. This includes student involvement, clubs, and employment.
5. Undergraduate RAs must maintain a minimum of 2.5 Cumulative GPA/2.5 Semester GPA and Graduate RAs must be in good standing in their academic program.
6. Demonstrate interest in programming, event planning, and participation in community service work or leadership roles.
7. Demonstrate crisis management skills, including problem-solving and critical thinking.
8. Demonstrate a desire to engage with diverse populations.
9. Demonstrate organizational skills and the ability to work efficiently, independently and in team settings.
10. Have solid interpersonal, oral, and written communication skills.

THese are the things Resident Advisors are expected to do:
Student Development & Community Engagement
1. Create a residential environment to support academic success, self-exploration, and encouragement.
2. Serve as a resource person and make appropriate referrals while promoting full cooperation with all University offices.
3. Engage with all community members to learn more about them, identify their needs, and determine how to involve them in the House and University community.
4. Assist new students in their orientation to the House and to the University.
5. Develop and implement various methodologies that keep residents informed of programs, events, and activities, as well as CHAS or University information.
6. Foster a sense of community that encourages a sense of belonging as a member of the floor, the House, and the campus.
7. Organize a variety of community engagement activities and programs.
8. Alert students regarding information and resources concerning the House, CHAS, and the University as appropriate.
9. Facilitate the completion of roommate/suitename apartement agreements as outlined by the House and follow up as necessary.
10. Complete programming activities for the House as required, including submission of program activity reports, surveys and evaluations.
11. Maintain a schedule that assures regular interaction with and availability to residents.
12. Be available both during the evening and weekends to facilitate community development.
13. Utilize the community building dining allocation to eat with residents. Participate in House dining and dining-related activities to build strong relationships with residents and strong communities with floors, suites, or sections.
14. Participate in RA selection as needed and defined by the House and CHAS.
15. Facilitate and manage specific Program Communities within the House, at the discretion of the House and CHAS.
16. Complete any additional activities that may be required by the House or CHAS.

Inclusivity & Leadership
1. Build an inclusive community that promotes and supports the exchange of diverse ideas and beliefs.
2. Inform and program around house and CHAS priorities.
3. Support CHAS and University efforts in inclusivity programming and practices.
4. Serve as an approachable and active community member within the floor, House, and University.
5. Serve as a representative of CHAS and the House in a positive and professional manner. RAs are not authorized to speak on behalf of the University, their House, the RA role, or CHAS to media or online mediums.
6. Demonstrate support for the House, other RAs and residents by attending House events and by assisting with House student groups.
7. Serve as a positive, contributing member of the House team and CHAS.
8. Contribute to the House and CHAS overall by serving on committees and/or other leadership opportunities.

Administrative Tasks:
1. Execute administrative tasks in a timely manner, meeting deadlines and paperwork processes, posting flyers, designing bulletin boards, and door/floor decorations (if applicable), and reporting any facilities concerns.
2. Attend and participate in all group meetings hosted by the House and meet individually with the House Director as necessary.
3. Submit all departmental paperwork, forms, and reports to CHAS/the House as instructed and according to established deadlines.
4. Maintain a cellphone and share the phone number with CHAS and the House. RAs are expected to regularly monitor their calls and text messages as well as their Penn e-mail account and to promptly respond when contacted.
5. Maintain in-house residence throughout the period of appointment, including fall term break, Thanksgiving recess, spring recess, the undergraduate exam periods, and Senior Week. The RA should not expect to leave campus before Winter Break officially begins and must return to campus the day prior to spring move-in to resume activities and responsibilities. Undergraduate RAs are not allowed to stay in closed Houses over Winter Break.
6. Reside in the residential space assigned by CHAS. CHAS reserves the right to re-locate and/or re-assign a RA at any time for any reason. Graduate RAs only: GAs may move in 7 days prior to their graduate program orientation or the start of classes and only if the room is available.
7. Limit time away from the College House. Time away is limited to two consecutive days without prior approval from the House Director, except in extreme emergencies. Paperwork must be submitted to obtain prior approval.

Operations:
1. Assist with residential move-in periods that occur in mid-August and January and move-out processes in December and in May, and other operational functions, as directed by CHAS and the House.
2. Assist in procedures for emergencies including natural disasters, pandemics, and medical, mental health and facility issues.
3. Report maintenance concerns and damage to University property, including fire equipment, alarm systems, common areas and bathrooms.
4. Exercise proper care for all University property, including duty phone, keybox, and other office items.

Student Behavior & Crisis Response:
1. Develop a sense of community that encourages residents to take ownership of the community and assume responsibilities for their actions.
2. Read and be familiar with the RA Emergency Procedures and any other material distributed by CHAS, the House, or other department administrators.
3. Respond to behavioral and crisis/emergency situations and refer situations to CHAS/the House when appropriate.
5. Mediate, address, and report roommate/floor/apartment conflicts. In all such matters, consult with the House.
6. Know and observe University regulations and serve as a role model for House residents. The RA should demonstrate behavior befitting a responsible community leader.
7. Address and report any type of behavior that is or may be perceived to be discriminatory or offensive.
8. Conduct any necessary follow up with residents and assist as needed.
9. Serve in a duty rotation. This includes breaks if the House is open.
10. Serve as a Campus Security Authority (CSA).
11. Know and observe the University of Pennsylvania’s Sexual Misconduct Policy (https://titleixoffice.upenn.edu), as well as the College House Policy on Consensual Sexual or Exploitive Relationships (https://www.collegehouses.upenn.edu/policies/relationship-policy).

Mandatory Training & Development:
1. Participate in all training and development activities. Expected dates are included in the RA Agreement.
2. Make commitment and plans to participate in all training and development activities. This includes reviewing and adjusting as such timeframes of summer jobs, breaks, and vacation plans to participate in all training and development activities.
3. Regard the RA appointment as their primary leadership role during the time period defined by the RA Appointment Agreement.
4. Attend all other required trainings/meetings and events as scheduled, i.e. weekly meetings, bi-weekly 1-on-1 meetings, in- services, etc.
5. Assist in selection processes.

NOTE: If an RA is unable to attend training or misses training and/or CHAS development sessions, the RA will be held accountable and there will be consequences commensurate with the infraction as determined by the House and CHAS.

HOUSING AND DINING BENEFITS:
1. A rent-free single occupancy accommodation in the RA’s assigned House. Rooms are provided for RAs during the term of appointment only. Size, shape, and furnishings of RA rooms vary. All RAs are responsible to review and honor the Terms and Conditions for University Housing as listed at this link: http://cms.business-services.upenn.edu/residential-services/room-rates-and-policies/policies-forms.html
   a) Please note only for Graduate RAs: Some rooms will accommodate a partner or spouse, but facilities do not exist to accommodate a Graduate RA with a child, or any other individual. A Graduate RA who is continuing as an RA from one academic year to another may remain in residence continuously until their appointment concludes. The Graduate RA may be relocated at the discretion of CHAS. There are a variety of room types used by the College House system; the Graduate RA should not assume that relocation will be to a similar room type.

2. A Dining community development allocation. The allocation includes meals during the August training period, and throughout the year when dining is in operate. Please note that this dining allocation is provided for the RA’s use only.

STUDENT REGISTRAR & FINANCIAL SERVICES
CHAS is required to provide a report to Student Registrar & Financial Services (SRFS) identifying all students who are serving as RAs. The value of the RA appointment may be considered as a resource in evaluating financial arrangements for graduate programs. Be advised that the RA appointment may have a significant impact on individuals’ financial aid packages (i.e. grants, work study). As a result, all individuals interested in an RA appointment are highly encouraged to consult with SRFS and their graduate program regarding any potential impact before seeking and/or accepting an RA appointment. SRFS can be contacted through their website, www.srfs.upenn.edu, email, sfsmail@pobox.upenn.edu, or by telephone at 215-898-1988.

APPLICATION, SELECTION, AND ASSIGNMENT PROCESS:
RA applications are available online at https://www.collegehouses.upenn.edu/join. Graduate and undergraduate students interested in serving as an RA must complete an application and meet all the requirements for the role. Candidates are then informed whether they have been selected for interviews by individual College Houses. Final selection and assignment decisions are made based on several factors, including the individual College House need, as well as a student’s strengths.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION/DISABILITIES ACCOMMODATIONS
The University of Pennsylvania is an Equal Opportunity/Equal Access/Affirmative Action institution. The University seeks excellence through diversity among its administrators, faculty, staff and students. The University prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Consistent with its obligations under the law, the University will provide reasonable
accommodations to individuals with a disability who require accommodation to perform the essential functions of the job. Please contact Disability Services to register at 215-573-9235 or by email at vpul-lrcmail@pobox.upenn.edu.